



HEALTH AND HYGIENE POLICY

Aim:

To provide a clean & hygienic environment.

Explanation:

Effective hygiene practices are promoted and implemented to avoid the risk of cross infection and to provide a safe environment.

Implementation:

The staff will endeavour to implement the following precautions to the greatest extent possible under the circumstances on any given day. It is anticipated that there will be occasions on which some of the precautions may need to be waived for some reason.

In line with guidance from Staying Healthy – Preventing infectious diseases in early childhood education and care services. 5th Edition, soap and water are the primary cleaning materials and items must be cleaned thoroughly before being sanitised or disinfected. To further protect the health of children and staff members squirt bottles are used instead of spray bottles wherever possible so that chemicals are discharged onto the surface not into the air where they can be breathed in by children or educators.

To avoid the risk of cross infection of communicable diseases, centre staff will take the following precautions during first aid: -

- Use disposable gloves.
- Avoid contact with blood, faeces and urine if hands or lower arms have cuts or open wounds.
- Wash hands, lower arms and other body parts in contact with blood, faeces and urine, thoroughly with soap and water.
- Place wastes after contact with blood in a plastic bag and seal for disposal.
- Wash thoroughly all scissors and other instruments in water to remove blood. Instruments can be effectively sterilised by using viraclean as per directions.
- If a child has contact with blood or faeces, body parts should be washed with soap and water.

The following procedures should be carried out at all times:

ALWAYS WASH HANDS (see Hand Washing Policy)

- Before preparing food
- After toileting children
- Before eating
- Before and after nappy changes
- Before (if possible) and after first aid treatment
- After handling a sick child

FOOD HANDLING



Staff are to wear gloves when handling food.

PREPARATION AREAS

Craft and food preparation areas are to remain separate.

Food preparation areas and chopping boards are to be sanitised.

TEACHING CHILDREN

Children are given opportunities to learn about health and hygiene related issues throughout the year.

When possible, visits will be conducted by health professionals at the centre for children to learn about relevant issues.

This policy links to the following NQS:

National Quality Standards: 2.1.3, 2.1.4

See Appendix 1-National Law (section) and National Regulations (regulation)

CLEANLINESS AND SANITATION

The goal of the Centre's cleanliness policy and procedures is to maintain an environment that minimises risk of contraction or spread of illness.

Maintaining a clean, sanitary environment is the responsibility of all staff.

Staff are responsible for:

- The maintenance and cleaning of all areas, and materials the children use, which are not the responsibility of cleaners. This includes kitchen cleaning, except the floors, all tables and benches and paint off the walls, art space, bathrooms during the day, all outside cleaning, step stools used by children, coffee machine, concrete just outside classroom doors.

Basic steps of cleaning and background information.

Use detergent and warm water. (if cold water rub more vigorously)

Vigorously rub the surface

Rinse the surface with cold water

Dry the surface.

NB All situations require cleaning first. Disinfectants are only necessary when the surface is known to be contaminated with potentially infectious material, but surfaces must be cleaned and dried before disinfectants are applied. In our setting disinfectant is to be used only after routine cleaning during outbreaks of for example, a gastrointestinal disease. They must be used as per instructions to ensure adequate time to be effective. Spray disinfectant e.g. Glen



20, is used only when other products cannot be applied (eg on lounge surface), as air-borne particles can be breathed in.

Disinfectants must be correctly *diluted* following manufacturer's instructions.

Items should be washed before disinfecting as substances such as blood, mucous, pus, vomit and faeces reduce the activity of disinfectants.

NB. Any educator who could be pregnant is advised to double glove and may ask for duties or a role which minimises exposure to body fluids.

NB Alcohol based hand rubs. Soap and running water are the best options. Alcohol based hand rubs can be used if there is no access to water. It can reduce the number of germs but won't remove dirt. If provided at the entrance to a service it can remind educators and parents to have clean hands when entering the Service. They should be kept out of reach of children and used under adult supervision.

NB Educators should wash their hands on entering and leaving the child care service.

Drying hands properly is imperative. Wet hands transfer 1000 X more bacteria than dry hands.

Candles and celebration cakes.

Wash your hands before and after putting on gloves.

Cough or sneeze into your inner elbow if you cannot access a tissue. Wash hands after disposing of tissue.

Educators should be excluded from Services as for children with infectious diseases.

Playdough. Ensure high salt content. Children and adults should wash hands before and after using playdough.

All cleaning mops need to be washed thoroughly and well dried after use (preferably in the sunlight).

This policy links to the following NQS:

National Quality Standards: 2.1.2

See Appendix 1-National Law (section) and National Regulations (regulation 77,106.109,112.)

HANDWASHING POLICY

Aim:

To ensure regular and appropriate hand washing by staff and children.

Explanation:

Consistent, effective hand washing procedures will be used to prevent the spread of infection and maintain a healthy, clean environment.



Implementation:

Hand Washing Procedure:

- a. Turn on the tap.
- b. Dispense soap.
- c. Rub your hands vigorously under running water.
- d. Wash all surfaces – backs of hands, wrists, between fingers and under the fingernails.
(a nail brush will assist to ensure nails are clean and should be used to clean under fingernails in areas where nappies are changed. Special attention should be given to cleaning under nail extensions)
- e. Rinse well.
- f. Dry hands

Staff should wash hands:

- After using the bathroom, or assisting a child to use the bathroom.
- Before and after changing a nappy.
- After handling soiled items, including blood, dribble, urine, faeces or discharges.
- After cleaning up.
- After handling a sick child.
- Before preparing/handling any food.
- Before eating or drinking.
- After coughing or nose blowing.
- Before (where possible) and after first aid.

When to assist children to wash their hands:

- After they use the bathroom or have their nappy changed.
- After they have touched a child who may be sick or have handled soiled items.
- Before they eat or drink.
- If they have handled a pet or animal.
- After touching nose secretions or blowing their nose.
- After playing outdoors.

NB Babies need their hands washed as thoroughly as older children. If they can stand, use the process as for older children. If they can't stand the basin hold them at an adult height handwashing facility or use disposable hand wipes. Hands must be dried thoroughly.

Learning experiences

Staff will provide regular opportunity for discussion about the need for hand washing to prevent disease. Poster and photographs will be strategically placed in areas where handwashing occurs.

Note: The Rumpus Room Children's Centres and their immediate surrounds are drug, smoke and alcohol free zones.

This policy links to the following NQS:

National Quality Standards: 2.1.3, 2.1.4



See Appendix 1-National Law (section) and National Regulations (regulation)

CLEANING BY CONTRACT CLEANERS

Daily clean (Contractor has provided detailed procedure following training. as at 27/03/2017)

Vacuum all carpets and mats including children's activity rooms, cot room, staff area corridor, store rooms.

Vacuum first then wet wash the following areas. All vinyl surfaces in classrooms, foyer, office, laundry, front porch (Green mops).

Vacuum first then wet mop kitchen with Blue mop.

Laundry, Nappy change area, adult bathroom and children's toilets. (Red mop)

Bathrooms and Nappy change area. Wash tap handles, toilet seats, toilet bowls, exterior of toilets, cisterns, push buttons, particular effort at base of toilet where accidents occur,

Grab points, door handles and face plates, spot clean windows and doors, which are used a lot.

Remove any remaining garbage from all areas. Note bin liners must be replaced.

Bin surfaces to be washed

Weekly clean (rotate through these activities during the week or do a long clean on weekends.)

Windows, window sills and skirting boards

Verandah entrance from Carpark

Office equipment

Staff to do

Kitchen cleaning, except floor.

All tables and benches, paint off walls.

Art Room.

Children's bathroom during the day, when required.

All outside cleaning, except the bathroom.

Step stools used by children to access toilets and basins.

Coffee machine.



PRODUCTS TO BE USED

Spray bottle use is to be minimised as they put chemical into the air where it can be breathed in by educators and children.

Bulk supply product is decanted to smaller plastic bottles with clear manufacturer's labels and squirt tops.